

William Gilpin C.E. V.A. Primary School

Charging Policy 2016

Introduction

At William Gilpin School we aim to ensure that no children are prohibited from taking part in activities due to cost. This policy sets out what we will and will not charge for in line with Government guidance (Charging for School Activities Oct 2014)

No Charge:

Activities during the school day

There is no charge for activities during school hours (this does not include the break in the middle of the school day) with the exception of music tuition.

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (section 5)
- music or vocal tuition (section 8).

Activities outside the normal school day (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the school's basic curriculum for religious education.

School Meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per meal as decided by the meal suppliers.

Optional extras

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not** part of the National Curriculum or religious education
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

The headteacher will decide when it is necessary to charge for optional activities. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra

- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

Residential Visits

Our school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum,
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost.

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall outside of school hours

Music Tuition

William Gilpin follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument. In these circumstances the school will expect the parents to provide the resources (instruments and books) necessary unless the child is in receipt of Pupil Premium funding in which case the school may be able to subsidise this cost.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

Performances

The school reserves the right to make a charge for tickets for school performances in which the children participate. This is to cover the cost of scripts, copyright licences costumes and props.

Swimming

From time to time the school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. We do, however, ask for a voluntary contribution towards the cost of transport.

Damage to property and breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher in consultation with the chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school may invite parents to contribute to the cost of the trip or activity. All contributions are voluntary, but if insufficient voluntary contributions are raised to cover the cost of these experiences, these planned activities will have to be cancelled.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution. If a parent wishes their child to take part in a school trip or event which is part of the National Curriculum provision, but is unwilling or unable

to make a voluntary contribution, we will allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums.
- Sporting activities which require transport expenses or external expertise.
- Outdoor adventure activities.
- Visits to the theatre.
- School trips.
- Musical events.
- Cost of visitors coming into school to enhance an area of the curriculum.

Charging in Kind

The school reserves the right to charge for ingredients and materials or require them to be provided, if the parents have indicated in advance, that they wish to own the finished product for the following subjects: Design Technology, Science and Art and Craft.

Monitoring and Review

This policy will be evaluated and updated, using the views of pupils and staff to make changes and improvements, during the Summer Term of 2021 or before in light of new legislation.

Signed:

Chair of Governors

Date: